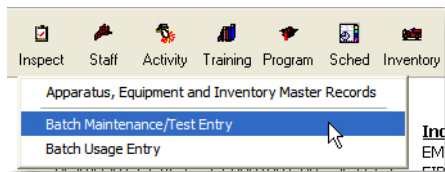
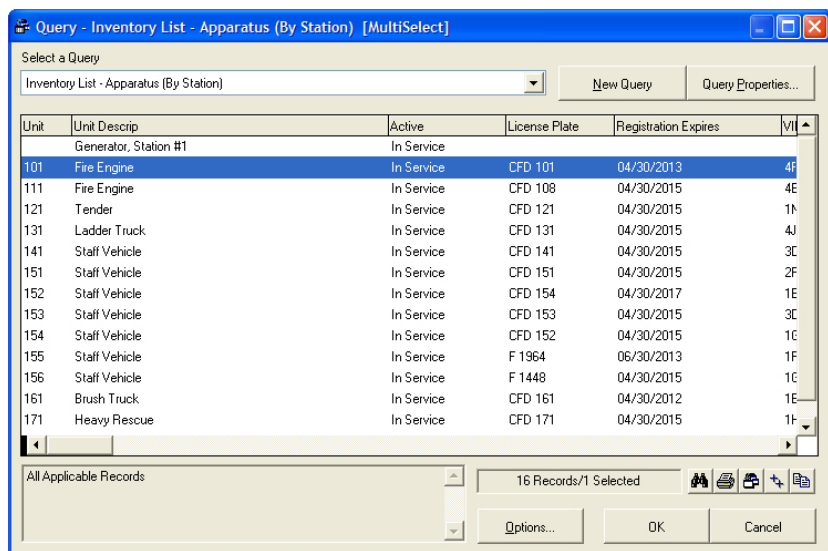


Entering a Daily Truck Check

Use the following steps to enter a daily truck check into Firehouse.

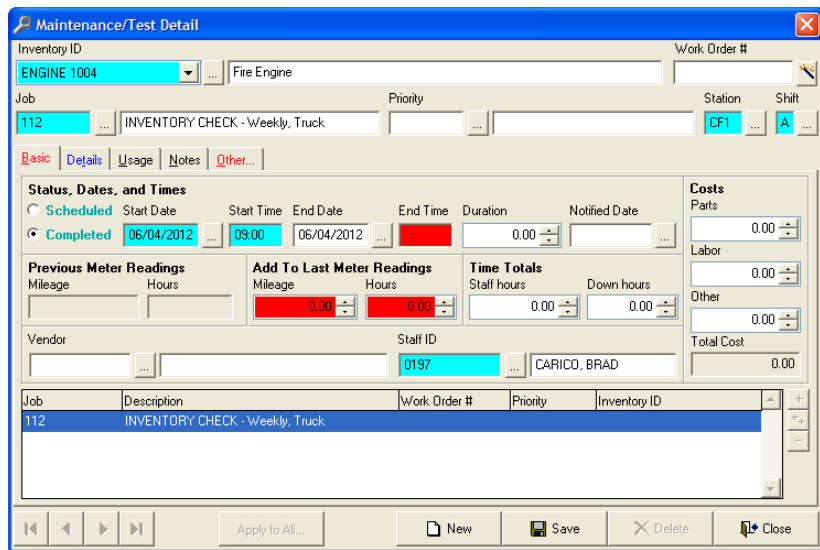


To start a daily truck check in Firehouse, right click on the **Inventory** icon and then select the **Batch Maintenance/Test Entry**.



Next the default query will open listing the apparatus for the station where the computer is located.

Select the apparatus that you have completed the daily check on. Then double click on the apparatus record or highlight it and then select the **OK** button.



Maintenance/Test Detail Screen

The **Maintenance/Test Detail** screen will open up.

In the **Job** field, enter the code **111** for daily check or click on the 3-dot box to find the job code in the look-up table.

Fields that are required to be filled in are highlighted in red. Fields include

- **Start Time**
- **End Time** – the end time field will remain red until completed

* Make certain that the **Completed** button next to the Start Date is checked.

FIREHOUSE USER MANUAL

Maintenance/Test Detail - 112 - INVENTORY CHECK - Weekly, Truck

Inventory ID: ENGINE 1004 Fire Engine Work Order #

Job: 112 INVENTORY CHECK - Weekly, Truck Priority Station: CF1 Shift: A

Basic Details Usage Notes Other...

Status, Dates, and Times

☐ Scheduled ☒ Completed

Start Date: 06/04/2012 Start Time: 09:00 End Date: 06/04/2012 End Time: 10:00 Duration: 1.00 Notified Date:

Costs

Parts: 0.00 Labor: 0.00 Other: 0.00 Total Cost: 0.00

Previous Meter Readings

Mileage	Hours
65191.00	4671.00

Add To Last Meter Readings

Mileage: 65191.00 Hours: 4671.00

Time Totals

Staff hours: 0.00 Down hours: 0.00

Vendor: Staff ID: 0197 CARICO, BRAD

Job	Description	Work Order #	Priority	Inventory ID
112	INVENTORY CHECK - Weekly, Truck			

Apply to All... New Save Delete Close

After completing the **Basic** tab, the **Other** tab will remain red. There are user fields associated with the truck check record that need to be completed.

Maintenance/Test Detail - 112 - INVENTORY CHECK - Weekly, Truck

Inventory ID: ENGINE 1004 Fire Engine Work Order #

Job: 112 INVENTORY CHECK - Weekly, Truck Priority Station: CF1 Shift: A

Basic Details Usage Notes Other...

Required	Completed	Action
<input checked="" type="checkbox"/>	<input type="checkbox"/>	User Fields...
<input type="checkbox"/>	<input type="checkbox"/>	Attachments & Signatures...
		Record Modification History...
<input type="checkbox"/>	<input type="checkbox"/>	Staff Activity...

Apply to All... New Save Delete Close

Select the **Other** tab and then on the **User Fields** button to enter the information.

Maintenance/Test User Fields

Repair/Maintenance: **Daily Truck Check** Weekly Truck Check Monthly Truck Check Calibration/Testing

Compartment/Location/Missing Equipment - Equipment OK? OK

FIXED/REPAIRED?

<input checked="" type="checkbox"/> Tires	
<input checked="" type="checkbox"/> Tank Water	
<input checked="" type="checkbox"/> Fuel	
<input checked="" type="checkbox"/> Electrical	
<input checked="" type="checkbox"/> Radio	
<input checked="" type="checkbox"/> Batteries	
<input checked="" type="checkbox"/> Oil Levels	
<input checked="" type="checkbox"/> Extinguisher	
<input checked="" type="checkbox"/> Nozzles	
<input checked="" type="checkbox"/> Drains	
<input checked="" type="checkbox"/> SCBA	
<input checked="" type="checkbox"/> Equipment	
<input checked="" type="checkbox"/> Antifreeze	
<input checked="" type="checkbox"/> Defibrillator	
<input checked="" type="checkbox"/> Miscellaneous	

Save Delete Close

Bring the **Daily Truck Check** page to the front. You will find the field **Equipment OK?** field is green, making it a required entry.

Selecting the down arrow, two choices for this field will appear. Your choices are **Yes** or **No**.

FIREHOUSE USER MANUAL

The screenshot shows the 'Maintenance/Test User Fields' window. The 'Daily Truck Check' tab is selected. The 'Compartment/Location/Missing Equipment - Equipment OK?' dropdown is set to 'Yes'. The list of equipment items includes Tires, Tank Water, Fuel, Electrical, Radio, Batteries, Oil Levels, Extinguisher, Nozzles, Drains, SCBA, Equipment, Antifreeze, Defibrillator, and Miscellaneous. Each item has a checkbox and a text input field. To the right of each item is a 'FIXED/REPAIRED?' dropdown menu. At the bottom right are 'Save', 'Delete', and 'Cancel' buttons.

If the equipment on the truck checked out all right, select **Yes**

At this point, no other information is required to be entered, so select the **Save** button and then the **Close** button.

After returning the maintenance record screen, you can now save and close the maintenance record.

The screenshot shows the 'Maintenance/Test User Fields' window. The 'Daily Truck Check' tab is selected. The 'Compartment/Location/Missing Equipment - Equipment OK?' dropdown is set to 'No'. The list of equipment items and their input fields are the same as in the previous screenshot. The 'FIXED/REPAIRED?' dropdowns are also present. At the bottom right are 'Save', 'Delete', and 'Cancel' buttons.

If there is equipment missing or out of service, select **No**.

The **Equipment OK?** field will turn red until entries are made in the compartment or memo fields.

The screenshot shows the 'Maintenance/Test User Fields' window. The 'Daily Truck Check' tab is selected. The 'Compartment/Location/Missing Equipment - Equipment OK?' dropdown is set to 'No'. The list of equipment items is the same. The 'Batteries' and 'Equipment' items are highlighted in green. The 'FIXED/REPAIRED?' dropdown for 'Batteries' is set to 'No'. At the bottom right are 'Save', 'Delete', and 'Cancel' buttons.

For each area of the apparatus that is missing equipment or has a mechanical problem, uncheck the box on for that area.

When the field opens up it will be required enter what the problem is. Repeat this on all fields with problems.

You will need to indicate if you were able to correct the problem that was noted by answering **Yes** or **No** in the **Fixed/Repaired** field.

FIREHOUSE USER MANUAL

Maintenance/Test User Fields

Repair/Maintenance | **Daily Truck Check** | Weekly Truck Check | Monthly Truck Check | Calibration/Testing

Compartment/Location/Missing Equipment - Equipment OK? **No**

FIXED/REPAIRED?

<input checked="" type="checkbox"/> Tires		
<input checked="" type="checkbox"/> Tank Water		
<input checked="" type="checkbox"/> Fuel		
<input checked="" type="checkbox"/> Electrical		
<input checked="" type="checkbox"/> Radio		
<input checked="" type="checkbox"/> Batteries		
<input checked="" type="checkbox"/> Oil Levels		
<input checked="" type="checkbox"/> Extinguisher		
<input checked="" type="checkbox"/> Nozzles		
<input checked="" type="checkbox"/> Drains		
<input checked="" type="checkbox"/> SCBA		
<input checked="" type="checkbox"/> Equipment		
<input checked="" type="checkbox"/> Antifreeze		
<input checked="" type="checkbox"/> Defibrillator		
<input type="checkbox"/> Miscellaneous		

Save Delete Cancel

If the problem does not fit into one of the compartment fields uncheck the **Miscellaneous** field and then use the **Miscellaneous Notes** section to describe the problem.

Again, you will need to indicate if you were able to correct the problem that was noted by answering **Yes** or **No** in the **Fixed/Repaired** field.

Maintenance/Test User Fields

Repair/Maintenance | **Daily Truck Check** | Weekly Truck Check | Monthly Truck Check | Calibration/Testing

Compartment/Location/Missing Equipment - Equipment OK? **No**

FIXED/REPAIRED?

<input checked="" type="checkbox"/> Tires		
<input checked="" type="checkbox"/> Tank Water		
<input checked="" type="checkbox"/> Fuel		
<input checked="" type="checkbox"/> Electrical		
<input checked="" type="checkbox"/> Radio		
<input checked="" type="checkbox"/> Batteries		
<input checked="" type="checkbox"/> Oil Levels		
<input checked="" type="checkbox"/> Extinguisher		
<input checked="" type="checkbox"/> Nozzles		
<input checked="" type="checkbox"/> Drains		
<input checked="" type="checkbox"/> SCBA		
<input checked="" type="checkbox"/> Equipment		
<input checked="" type="checkbox"/> Antifreeze		
<input checked="" type="checkbox"/> Defibrillator		
<input type="checkbox"/> Miscellaneous	Right camera is not working	No

Save Delete Cancel

Once all your information has been entered select the **Save** and then **Close** button to close the user field's record for your daily truck check.

This will return you to the maintenance detail record screen.

Maintenance/Test Detail - 111 - INVENTORY CHECK - Daily, Truck

Inventory ID: **ENGINE 1004** Fire Engine Work Order #

Job: **111** INVENTORY CHECK - Daily, Truck Priority: Station: **CF1** Shift: **A**

Basic | **Details** | Usage | Notes | Other...

Required	Completed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User Fields...
<input type="checkbox"/>	<input type="checkbox"/>	Attachments & Signatures...
		Record Modification History...
<input type="checkbox"/>	<input type="checkbox"/>	Staff Activity...

Apply to All... New Save Delete Close

Select the **Save** button and the truck check record will be saved.

The **Maintenance/Test Detail** screen will close automatically after the record is saved.

Reviewing Daily Truck Checks for your Apparatus

Daily truck check reports for each individual apparatus will be e-mailed daily at 07:15 to each shift's Outlook mailbox. This includes the Outlook inbox for the Battalion Chief, Station 1 and Station 2.

Reminders to Enter Daily Truck Checks

There will be a reminder e-mail sent to the shift officers if any daily truck check has not been entered into Firehouse for that day. It is the responsibility of the shift officers to ensure that these entries are made on a daily basis.